

**Minutes – Evolution Aquatics Tauranga Inc**  
**Held at Otumoetai Swimming Pool Clubrooms on Wednesday 29 January 2020**

Meeting Opened: 6.30 pm

**Present:** Megan Trotter, Donna Tumai, Abi Guy, Michelle Stewart, Michael Pugh(Chair), Tai Daniela, Julie Wilkinson, Vanessa Hamm, Jodie Schumacher (first 20mins)

**Apologies:** Jan Eustace

**Minutes of Previous Meeting**

Moved –Donna/ Megan That the minutes of 27 November 2019 be accepted as true and correct.  
**CARRIED**

**Matters Arising-** Sibling discount still needs investigation. Michael to order caps.

**Inwards Correspondence**

Forwarded to Board members

**Outwards Correspondence**

None

**LTS Co-ordinator Report** - A report was received and accepted as read. A review to be undertaken in the next month. The board agreed to purchase a mobile phone(no data) for Nicki so she can respond to calls at any time for the club.

**Treasurer's Report-** A report was received. Still a lot of outstanding unpaid invoices, a number of families putting membership on hold which reduces overall income. Overall cost of lane Hire has increased. Need to tighten up programming. Four squads are not maintaining their swimmers which has impact on overall income for club. Needs addressing.

**Squad Report-** A written report was received from Tai. Increased communication to parents so they understand pbs and differences between long and short course needs to be done. A meeting to be held to consider the restructure of programme and review coaching contract.

**Squad Admin Report-** A written report was received from Paula and discussed. Some excellent points raised.

**Health & Safety** – Nil to report

**General Business**

- **Fundraising** – Jodie Schumacher addressed the Board with fundraising opportunities for Age Potential, and above squad members. Mitre 10 BBQ- Sunday 16<sup>th</sup> February, Bunnings BBQ- Saturday 14<sup>th</sup> March, Papamoa Carwash- 9<sup>th</sup> February and 22<sup>nd</sup> March. Jodie to email Squad Administrator with details for swimmers and their families to participate and be able to subsidise their upcoming NAGS and Div II costs.



Long term fundraising –Casino Night, Oils, etc. Thank you to Jodie for taking on this role.

- **Grants** – The Board agreed to apply to Lion Foundation for \$54,316.95 (less GST), for a donation towards the cost of Lane Hire.
- Helen Williamson will be officiating at NZ Opens and will receive a donation from Evo, as per our Funding policy.
- **Resolution:** The Board agreed to apply to Pub Charity for a \$7,194.78 (less GST) donation toward the accommodation, and \$1537.74 (less GST) donation for travel costs of NAGs 2020 for coach, manager and swimmers.
- The Board agreed to pay the deposit of \$2,758.00 by 31<sup>st</sup> January 2020 to secure Capital Gateway for NAGs team accommodation.
- **Back to Water meet in February** – Not many Evo officials are available for this meet.
- **Swim BOP meets** – discussion raised questions about only being able to have one club meet per year. Meets are good way for clubs to raise funds. Delegates meeting will be up coming, Michael, Megan and Tai volunteered to attend.
- **House keeping** – reminder to all those who use the club rooms to keep things tidy.
- **Club Night** – Tentative date being Thursday 5<sup>th</sup> March from 5-7pm. Need to check with Coaches first to confirm.

Meeting closed- 9.10pm

**Next meeting – Wednesday 26<sup>th</sup> February at 6.30pm**

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_



**Minutes of Evolution Aquatics Tauranga held by Zoom on Monday**  
**30th March 2020.**

New Zealand went into Lockdown which began Wednesday 25th March due to the Coronavirus(Covid 19) outbreak around the world.

Meeting opened: 3pm

**Present:** Michael Pugh, Vanessa Hamm, Megan Trotter, Abi Guy, Jan Eustace, Michelle Stewart, Julie Wilkinson and Donna Tumai.

**Finances** - Michael explained a spreadsheet budget for the next 6 months to show how our club might manage to get through this period, due to no income coming in.

Coaches have agreed on taking 20% of their salary.

Megan and Natalie have applied to the NZ govt for the subsidy for our employees. Part time staff are entitled to \$350.00 per week. Full time staff are entitled to \$585.00 per week.

The Board agreed that Vanessa draft a letter to Nicky, our full time staff member and ask her, given the current circumstances, to take 80% of her salary and make up the remaining salary with holidays. Vanessa to ask Nicky to keep regular contact with LTS staff, to keep up a connection with swimming.

Any other things that Nicky can be doing during this time, please forward suggestions to Megan.

The Board agreed to pay Paula the maximum amount within the subsidy.

**Pay Day** - Megan reported that normal pay is due tomorrow. Next pay will include 80% for Nicky. Also that the minimum wage is to increase from \$17.70 to \$18.90 from April 1st. At this stage Evo will keep paying all LTS staff (other than Katikati staff, as their work finishes in Term1), until further notice.

**Health & Safety** - Lane rope at Otumoetai pool has not been fixed yet. The Board agreed to not pay for the use of one lane until this problem is rectified. This has been ongoing, since before Christmas 2019.

**Evo Winter Meet** - Michael will contact Tai, in order to get a programme for this event. Still need to have plans in place in case the event will be able to take place.

**Swim BOP** - Along with Mt Maunganui Swim Club and Rotorua, Evo have signed a letter asking for Swim BOP to assist our clubs financially throughout this period of uncertainty.

Meeting closed at 3.51pm.

 4/6/20



**Minutes - Evolution Aquatics Tauranga Inc**  
**Held at Otumoetai Swimming Pool Clubrooms on Thursday 4 June 2020**

Meeting opened : 6:30pm

**Present:** Vanessa Hamm, Michelle Stewart, Michael Pugh(Chair), Julie Wilkinson, Abi Guy, Megan Trotter, Tai Daniela

**Apologies:** Jan Eustace, Donna Tumai

**Minutes of previous meeting**

Moved Michael That the minutes of 30 March 2020 be accepted as true and correct

**CARRIED**

**Inward/outward correspondence**

SNZ fees and swimming BOP received

BayVenues correspondence re: Health and Safety procedures (Michael) ongoing

**Treasurers Report**

\$ from government during lockdown (Covid payments) Full wages paid to LTS staff

Grants paid back due to Covid.

LTS forecast down for this term. Focus needs to be on LTS (long term)

**LTS Co-ordinator Report**

None

**Coaches Report**

Bigger squad groups doing well (reduces lane space and coaching hours), New squad structure discussed.

**Health and Safety**

Nicki has put in extra training with LTS staff with regards to Health and Safety for LTS (following incident in learner pool)

Some damage to extractor fan in men's changing room (reported by BayVenues staff member).

Email to be sent by Paula to squad members with regards to respecting BayVenues property.

**General Business**

**Workplace issues**

None

**Insurance update**

Pauline Logger – Grant application for new speaker system. (Michelle to email)

**AIMS Games**

Cancelled for 2020



**Club night**

To run club champs first

**Club Champs**

To be organised for level 1. (Julie) ? Sunday 28 June

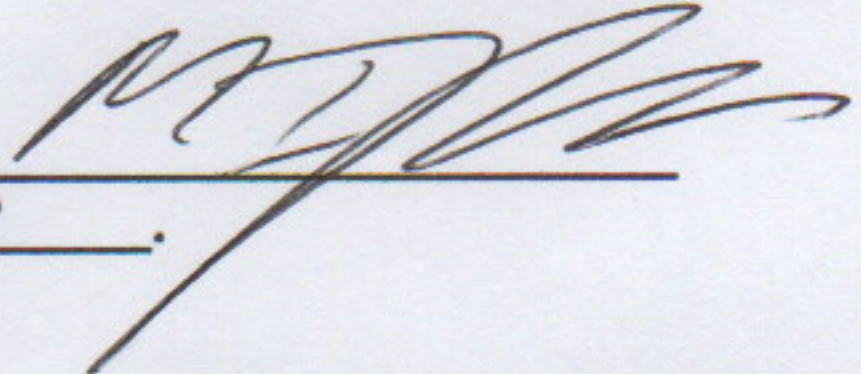
**EVO Winter Meet**

End July/early August (Tai to confirm)

**AGM**

To be held online with prizegiving at a later date  
? Via email.

**Next meeting date: Thursday 2 July via Zoom 7:30pm**

Signed by Chair: 

Date: 12-8-20.



\*  
**Evolution Aquatics Tauranga Board Meeting Minutes**  
**2 July 2020**  
**Held via Zoom Meeting 7:30pm**

**Present:** Michael Pugh (chair), Julie Wilkinson, Michelle Stewart, Vanessa Hamm, Abi Guy, Megan Trotter, Jan Eustace

**Minutes of previous meeting**

Moved Michael that the minutes of 4<sup>th</sup> June be accepted as true and correct

**CARRIED**

**Matters arising**

Extractor fan damage as per last meeting – Apology on behalf of EVO (Michael has provided apology to Bay Venues)

Preschoolers in LTS on Friday – need to check that this is in compliance with ratios for Health and Safety.

Communication with Bay Venues with regards to pool temperature

**Inward/outward correspondence**

Amendments to Health and Safety (Vanessa Hamm) and liaising with Bay Venues

**Treasurers Report**

Reduced income post covid. Credits to be paid. Ongoing negotiation with coaches contract. Report provided.

**LTS Co-ordinator Report**

Down in numbers. Difficulty in getting swim instructors for Katikati.

Tablets to be replaced for LTS instructors (Nicki to cost tablets)

Michael and Megan to meet with Nicki, Riccardo and Tai with regards to assessing LTS progressing to Stroke Development Squad.

**Squad Report**

Report provided by Paula with cancellations and suspensions

**Coaches Report**

Report provided by Tai. Discussed by board, copy on file



## **Health and Safety**

Bay Venues have H & S plan (via Vanessa). Has been reviewed and changes requested. Board has reviewed and accepted the changes. New version to be forwarded to Bay Venues.

? Health and Safety training to be done for LTS staff through Sport BOP.

No Health and Safety issues identified at Club Champs

## **General Business**

### **Workplace issues**

Request for unpaid leave by LTS staff member (due to family illness). Megan to speak to Nicki

### **Speaker System**

Follow up with Pauline Logger with regards to this.

### **Club Champs**

Club Champs went very well. Good feedback from families. Thank you to Julie for organising and collating results.

### **EVO winter meet**

To be held 31 July – 2 August

Senior officials organised. Michael has volunteered to be Meet director.

List of jobs to be done and then allocated.

Quote for results screen?

Michelle to book equipment through Swim BOP (touch pads, AOD, starter, printer + sound system, computer for timing board) – Karen Nixon

Equipment will need to be collected - ? Abi/Michael

Sponsors needed for SKINS events as ?no sponsorship from Classic Builders this year

Budget for event needed.

Flyers to go out.

### **Signage**

Michelle to contact John from Signco for a quote. Signage really needed. Liaise with Nicki.

### **AGM**

? 30 August 2pm at Otumoetai College – this will be confirmed. Donna re: contacts for booking Otumoetai College Prizegiving – Megan to D/W Nicki re: list and trophies to be returned

? introduce more awards for swimmers (improve spread)



**Club night**

To be held possibly at end of winter – 30 September at  
Greerton Pool


**Life Members**

Jan to liaise with Life members with regards to swim events

**New timetables & Relations position** – Not discussed, move  
to next meeting

**Meeting closed 9pm**

**Next meeting date: Otumoetai Pool Clubrooms wed 12  
August 2020 @ 6:30pm**



12-8-20



**Evolution Aquatics Tauranga Board Meeting Minutes**  
**Wednesday 12 August 2020**  
**Minutes of meeting held at Otumoetai Swimming**  
**Pool EVO Clubrooms**

**Meeting Opened 6:30pm**

**Present:** Michael Pugh (chair), Julie Wilkinson, Michelle Stewart, Vanessa Hamm, Abi Guy, Megan Trotter

**Apologies:** Jan Eustace

**Minutes of previous meeting**

Moved Michael that the minutes 2 July 2020 be accepted as true and correct

**CARRIED**

**Inward/outward correspondence**

Drive to donate spare goggles to swimmers who are unable to purchase goggles - Michael

**Treasurers Report**

Report on file. Further covid payment. Currently positive cashflow.

Careful documentation of payments made related to Covid.

**LTS Co-ordinator Report**

Positive news in recruiting instructors for katikati.

Michael to communicate with Nicki re: instructors and LTS

Nicki to write off old invoices from 2018.

Megan to organise rat trap for clubrooms

Gear room has become very messy as well as gear being left poolside – Michelle to email Paula (send out email to squads re above)

**Squad Report**

Report on file. 18 Cancellations.

Communication around club fee and SNZ fee needed (Michael and Paula)

Paula to go ahead and secure rooms for DIV II in Dunedin.

EVO will provide help for primary school swimming events with money returning to EVO to help with fundraising

**Coaches Report**

Report provided by Tai. Discussed by board, copy on file



## **Health and Safety**

Michael to send through updated Health and Safety procedures to Bay Venues.

One incident reported by Nicki and action taken.

## **General Business**

### **Speaker System**

Follow up with Pauline Logger with regards to this.

(Michelle)

### **EVO winter meet**

Very positive feedback.

Booking made for next years event, extra bookings for warm up/warm down pool space.

### **Signage**

Michelle to email Nicki with regards to other quotes received so that they can be compared.

Michael to communicate with Jordan with regards to use of the stands for signage.

Nicki to print business cards for LTS.

### **AGM**

? Wed 16 September via ZOOM or Sunday 27 September at Otumoetai College with prizegiving.

The above is dependent on Covid status within NZ (level 2/3)

Once confirmed – if to be held at Otumoetai college, Nicki to organise using college hall.

### **Club night**

To be held possibly at end of winter – 30 September at Greerton Pool

### **AOB**

Request for swimmers who have arrived from AKL to train with EVO – decision is for these swimmers to be COVID tested before any training with squad is to commence.

**Meeting closed 8:15pm**

**Next meeting date: ZOOM meeting 9 September 7:15pm**